

Specimen Collection and Shipment Guide

Materials Provided by PGXL

- Four sterile swabs
- Sealable paper swab envelope
- Sealable outer envelope
- Fed Ex/UPS bag with preprinted label

Collection Procedure

The patient must not have had anything to eat or drink but water for at least 30 minutes prior to DNA collection.

- 1) Label the collection envelope with patient name, birth date, and date of collection.
- 2) **Do not touch the polyester/cotton tip of the swabs.**
- 3) To collect sample, firmly rub each of the swabs on the inside of the patient's cheek for one minute. It is important that each of the four swabs be rubbed inside the cheeks for a full minute.
- 4) **Allow the swabs to air-dry** for at least 15 minutes after collection of cells. Swabs should be upright (in rack or cup) during drying.
- 5) Be sure not to contaminate the polyester/cotton tips of the swabs (do not touch with your hands or lay on a table without the paper envelope).
- 6) After air drying, place the swabs in the small paper envelope ensuring not to touch the swab tip. Be sure the envelope is labeled with the patient's name, birth date, and date of collection and secure the envelope flap.

Packaging for Shipment

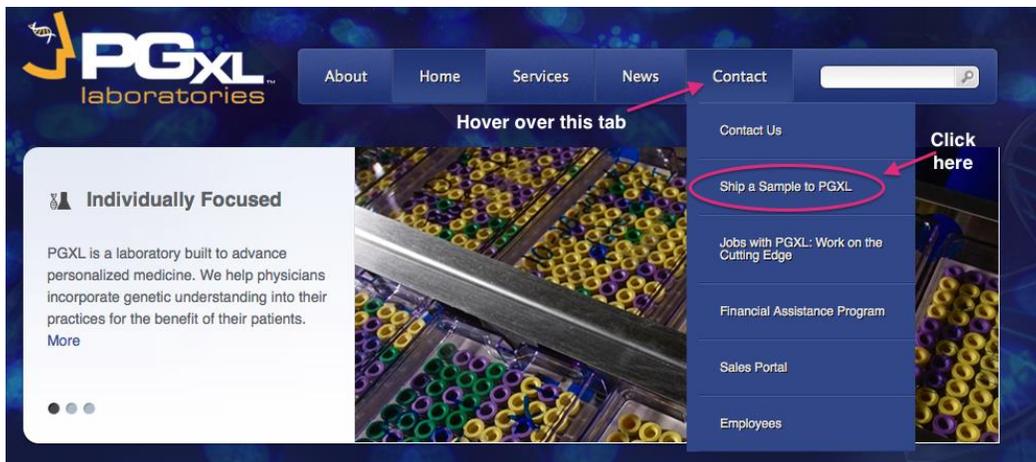
- a. Place the small collection envelope containing the dried cheek swab tips into the larger envelope provided in the kit and seal.
- b. Place the full and complete requisition, patient insurance and health information document inside the large paper envelope with the sample envelope.
- c. Place the larger paper envelope in the FedEx/UPS bag provided with a preprinted label for shipment to PGXL Laboratories.

- d. Once all above items are included, seal the mailer.

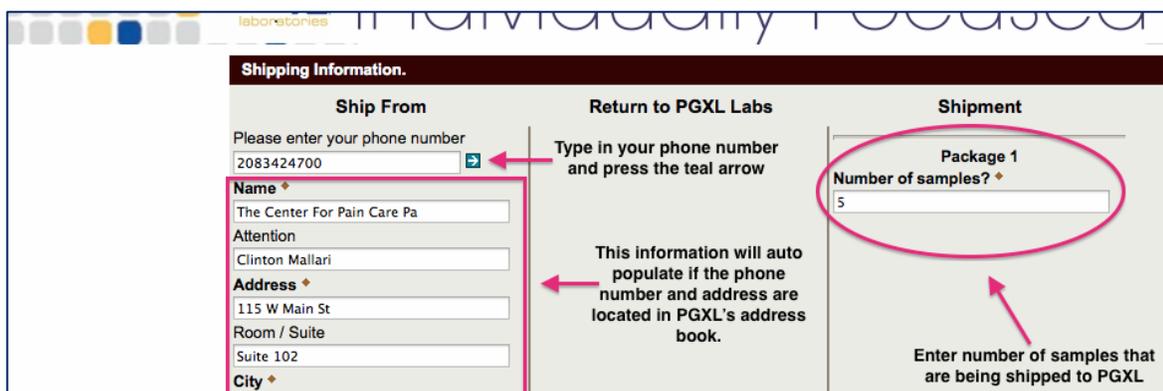
Shipping Specimens to PGXL Laboratories

PGXL’s default shipping company is UPS. We have organized the logistics of shipping to be as easy-to-execute as ordering a pizza.

1. Visit www.pgxlab.com , pull-down the **Contact** menu and click **Ship a sample to PGXL**.



2. Enter practice’s phone number and click the green arrow



3. If the medical practice’s information is located in PGXL’s address book this form will automatically populate with mailing information. If it is not, fill out

the form – the system will associate your shipping information with that phone number for future orders.

4. For tracking information, check Quantum View Delivery Notification. Enter an email address to receive confirmation of receipt.

5. Enter the number of samples in this shipment. Once finished, press .

6. Print your label and, if needed, schedule a pick-up.